

ANNUAL REPORT FACE SHEET

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING THIS FORM. ATTACHMENTS ARE REQUIRED FOR FILING.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: (____) _____

This is a report for the fiscal year ended: ____ / ____ / ____ Connecticut Charities Registration Number: _____ - _____

1. **Attach a completed Internal Revenue Service Form 990, Form 990EZ or Form 990PF**, with all applicable schedules and attachments, prepared according to I.R.S. instructions and Connecticut Special Instructions.

2. Was gross revenue in excess of \$200,000? (for exclusions from revenue see instructions)

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Yes

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No

If yes, **attach an audit opinion**, see the instructions on the back of this form.

3. Names, other than the one given, under which funds will be solicited. Attach a schedule if needed.

4. Since the filing of its last annual report, did the organization use an outside fund-raising counsel or solicitor to raise money in Connecticut?

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Yes

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No

If yes, state the name and address of the counsel or solicitor. Attach a schedule if needed.

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

5. Does the organization plan to use within the next year an outside fund-raising counsel or solicitor to raise money in Connecticut?

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Yes

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No

If yes, state the name and address of the counsel or solicitor. Attach a schedule if needed.

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

6. If the answer to any of the following is yes, **attach a detailed explanation**. All questions relate to the period since the filing of the organization's last annual report.

A. Has there been any change in the organization's tax status with the Internal Revenue Service?

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Yes

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No

B. Has there been a significant change in the purposes of the organization?

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Yes

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No

C. Has the organization's right to solicit funds been denied, suspended, revoked, or enjoined by any state agency or by any court, or are proceedings pending?

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Yes

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No

7. (Both optional) Web site URL: _____ e-mail address: _____

We hereby certify under penalty of false statement that we are authorized to sign this document for the organization and that the information provided, including all attachments, is true and complete to the best of our knowledge.

Signed: _____ Signed: _____

Printed Name: _____ Printed Name: _____

Title: _____ Title: _____

Date: ____ / ____ / ____ Date: ____ / ____ / ____

INSTRUCTIONS

IMPORTANT: All the parts of this report must be filed at the same time. If any part of the report (the filing fee, the late filing fee if applicable, this form - Form CPC-60, a copy of Form 990, 990EZ or 990PF and an audit if applicable) is missing, the report will not be processed until the missing information is filed.

Organizations registered to solicit funds in the State of Connecticut are required to file an annual financial report following the close of each fiscal year. This is the form to use in filing the report. We are sending it to you because your organization recently completed its fiscal year, because your organization has a report that is past due or because you requested it.

Date Due: This report is due within five months following the close of your organization's fiscal year. It must be *postmarked* on or before the due date indicated on the front.

Extension of Time to File: If you need any extension of time in which to file your annual financial report, you must request it in writing before its due date. Your request must be postmarked on or before the original due date of the report. We will grant an extension of not more than three months, regardless of whether the I.R.S. grants you a longer extension. Do **not** send any fees or forms with your extension request. You will receive a written approval of your extension request.

Fee: A check in the amount of \$25, payable to the Department of Consumer Protection, must accompany this report.

Late Filing Penalty: If you file your annual financial report late (that is, if it is postmarked *after* the due date or extended due date), you must also pay a late filing penalty of \$25. This means that reports that are filed late must pay a total fee of \$50, consisting of the \$25 filing fee and the \$25 late filing penalty.

Financial Information: You must use an Internal Revenue Service Form 990 unless your gross receipts (as defined by the I.R.S. instructions) are less than \$100,000, in which case you may use Form 990EZ. If, however, the I.R.S. considers you to be a private foundation, you may use Form 990PF. Forms must be completed in accordance with I.R.S. instructions, ***unless I.R.S. instructions are superseded by Connecticut Special Instructions***. All applicable schedules and attachments required by the I.R.S. form or instructions must also be filed. You may file a copy of the original of your I.R.S. form as filed with the I.R.S., as long as it was prepared according to I.R.S. instructions, State of Connecticut Special Instructions and all applicable schedules and attachments are included. We may question an incomplete or inaccurate report - even if the I.R.S. does not. Forms and instructions may be obtained from the I.R.S.

Audit: The financial report of an organization which received more than \$200,000 in gross revenue (before *any* deductions) in the year covered by this report, not including grants and fees from government agencies and revenue from trusts held by a trustee (usually a bank) for the benefit of the organization, must be accompanied by an opinion of any independent licensed public accountant or certified public accountant. This requirement may be satisfied in either of two ways: (1) the opinion may refer directly to the I.R.S. form or (2) the opinion may refer to a set of financial statements. If the latter is chosen, the financial statements to which the audit opinion refers must be filed *in addition to* the I.R.S. form. ***Compiled or reviewed financial statements do not fulfill the audit requirement.***

Signatures: The Annual Report Face Sheet (Form CPC-60) must be signed by two authorized officers of the organization, one of whom must be the chief fiscal officer.

Mail to: PUBLIC CHARITIES UNIT
c/o THE OFFICE OF THE ATTORNEY GENERAL
55 ELM STREET
P.O. BOX 120
HARTFORD, CT 06141-0120

Attach the following to this form:

1. Filing Fee of \$25
2. Late Filing Fee of \$25, if filed late
3. I.R.S. Form 990, 990EZ, or 990PF
4. Audit, if required